Unit Diary / Marine INTERGRATED Personnel System (UD/MIPS)

VOLUME TRANSACTIONS

TERMINAL LEARNING OBJECTIVE

09/03/16

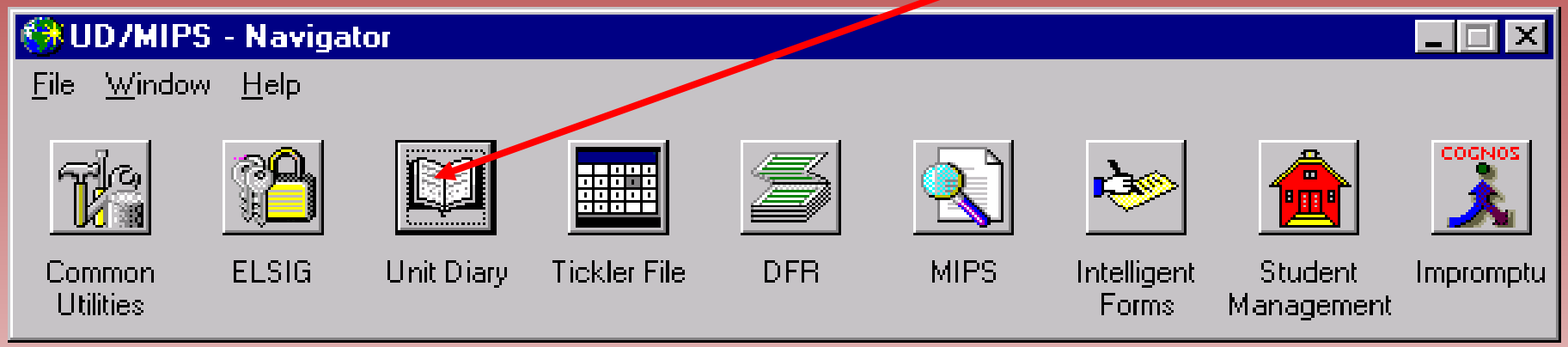
After this brief you will have the understanding and knowledge needed to successfully utilize the Volume Transaction option within the Unit Diary module to create Unit Diary transactions.

Enabling Learning Objectives

- Navigate through a Volume Transaction
- Generate Unit Diary transactions utilizing Volume Transactions
- Modify/edit a unit diary transaction created by Volume Transactions
- Sort options within Volume Transactions

OPEN UP UDMIPS

09/03/16



Open a new or edit an old diary

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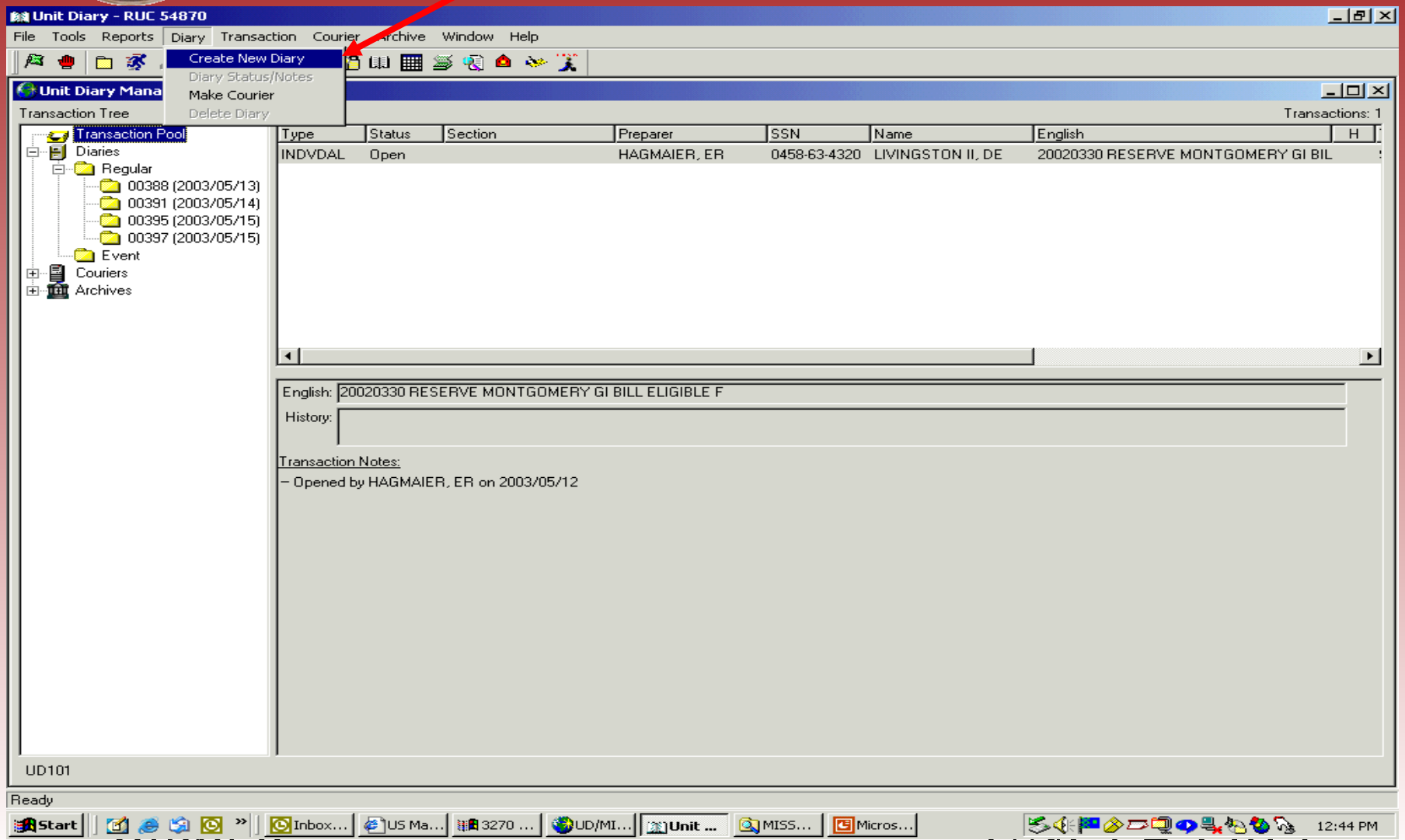

Inputting Data

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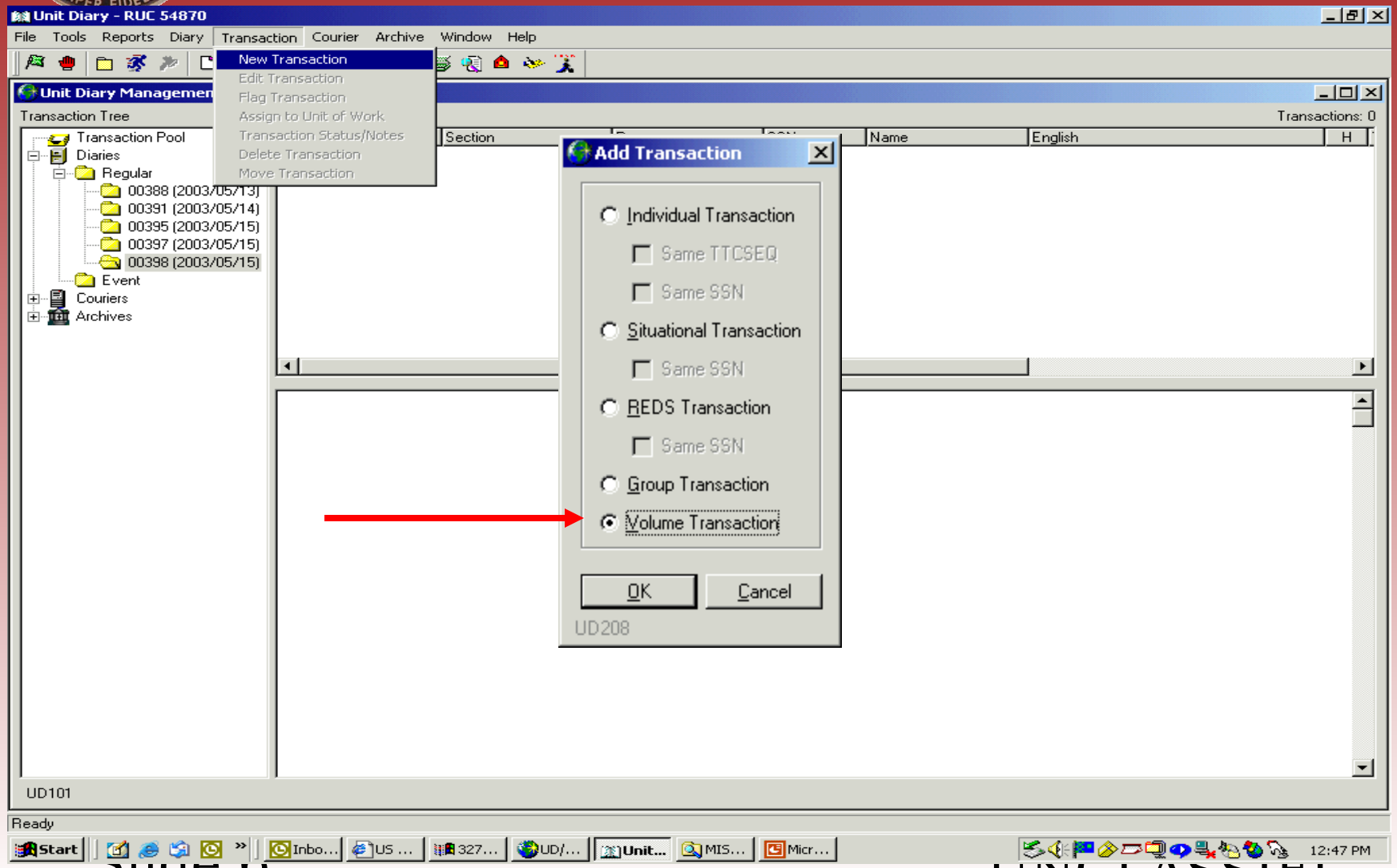

Add Volume Transaction

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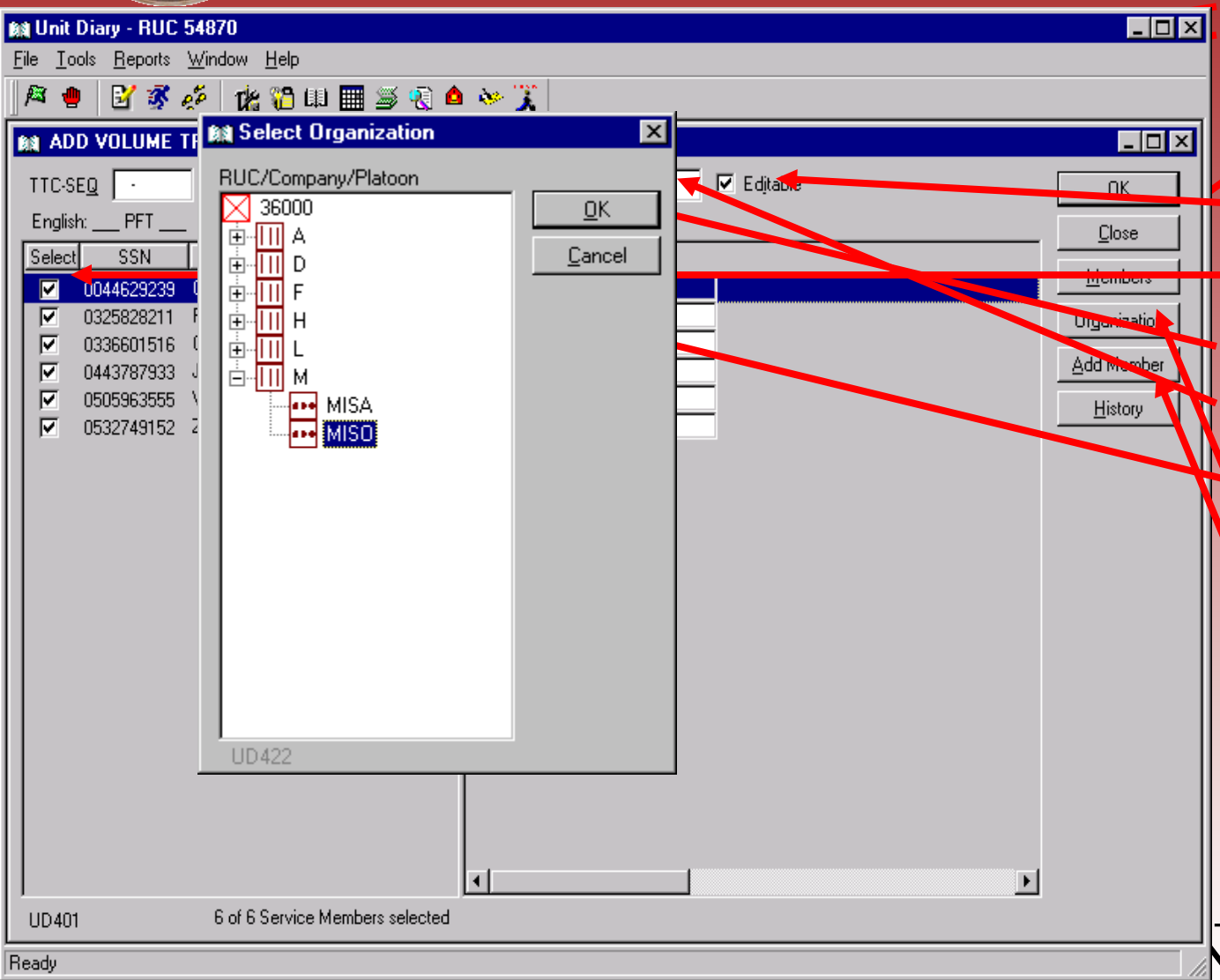

TTC-SEQ (Add)

Search (TTC)

Members (Add)

Editable/Non-editable

Select/Non-select

Default field(s)

Data Fill

Sort

Organization (Add)

Add Member (SSN)

History

OK

Close

Add Member(s)

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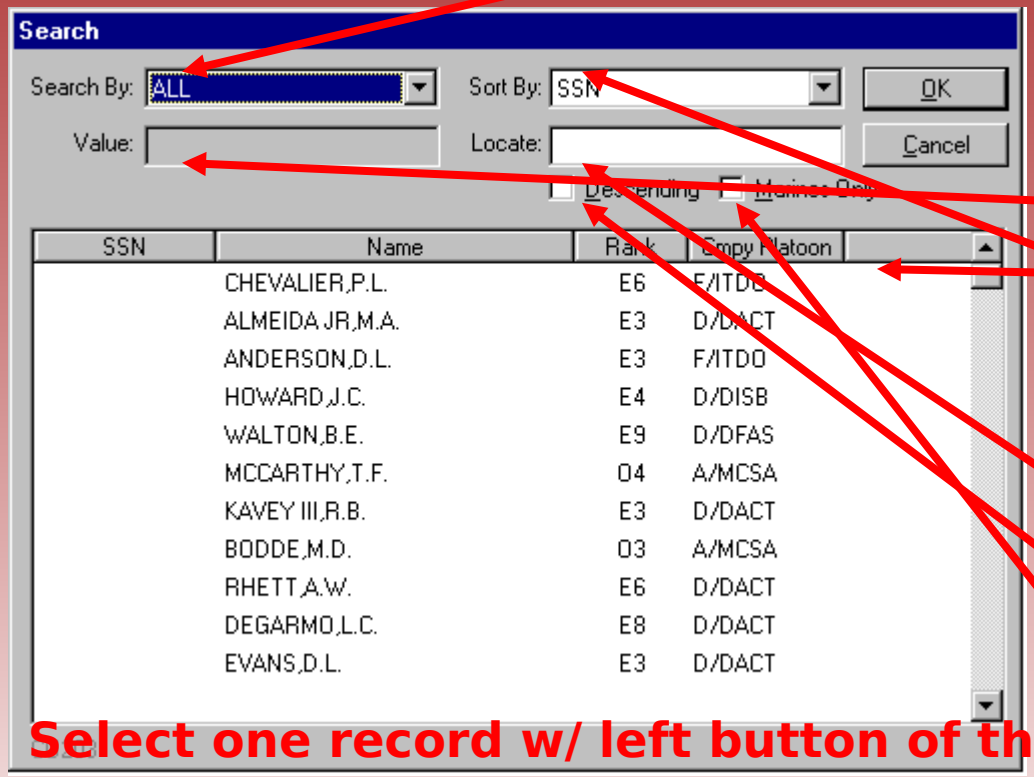

Search By: All, Company/Platoon, Name, Rank, RUC, SSN

Value (only match(s))

Sort By/Sort: SSN, Name, Rank, Company/Platoon

Locate (screen)

Descending

Marines Only

Select one record w/ left button of the mouse

Select more than one record w/ Ctrl pressed and left button of the mouse

Select a group of record w/ Shift pressed and left button of the mouse

Add a History Statement

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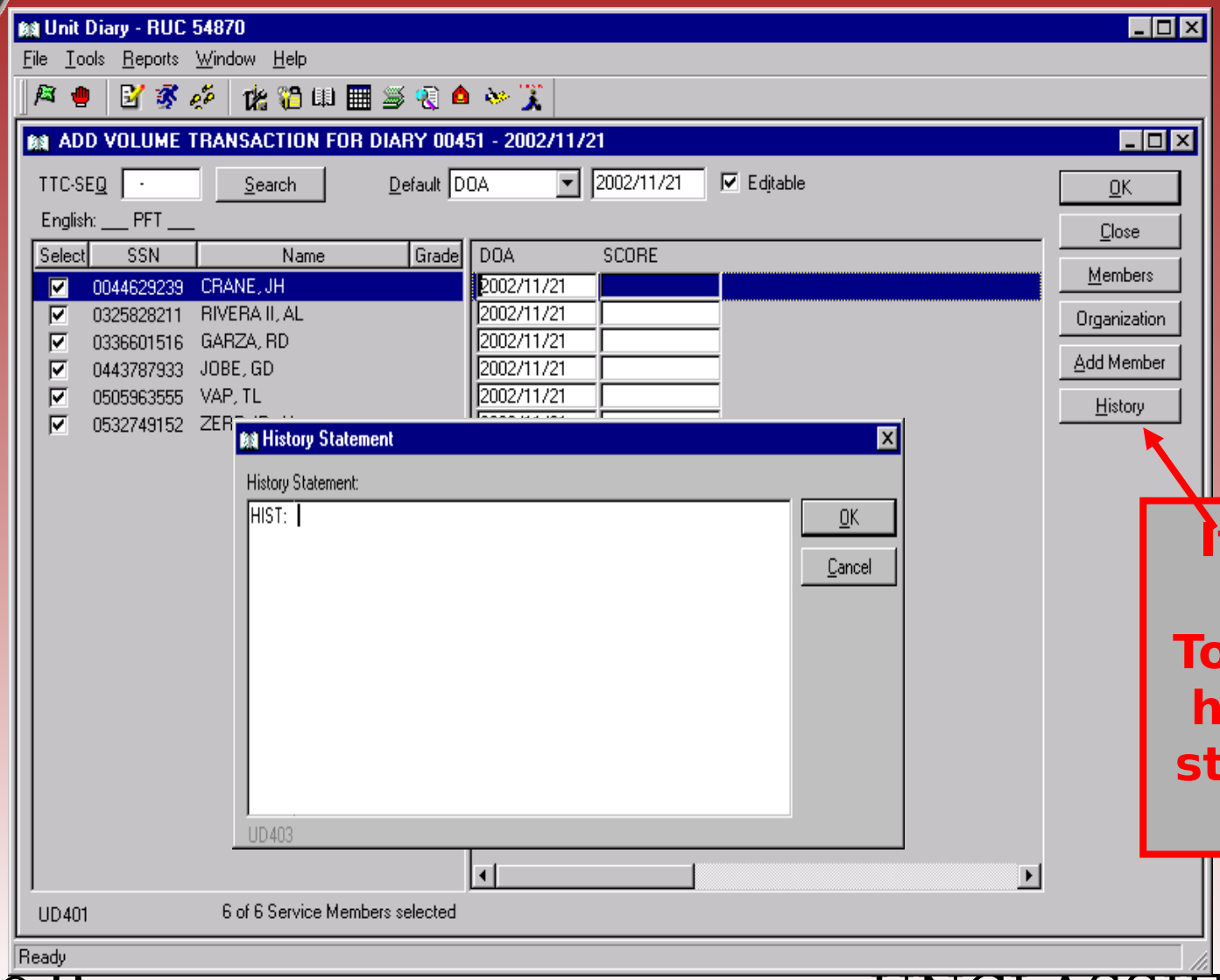
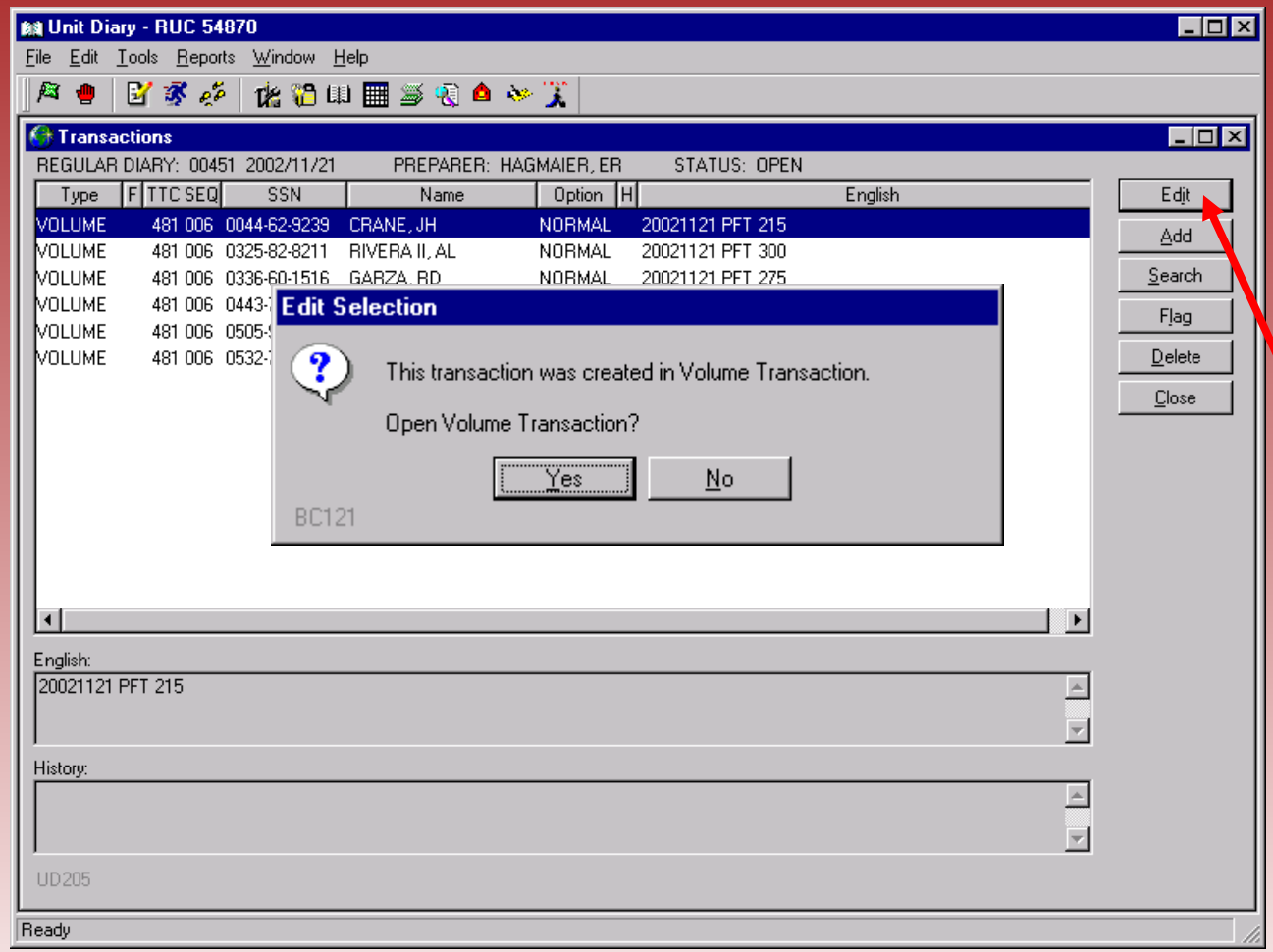


If you wish To add a history statement

Edit a unit diary transaction created by Volume Transactions



Time Study

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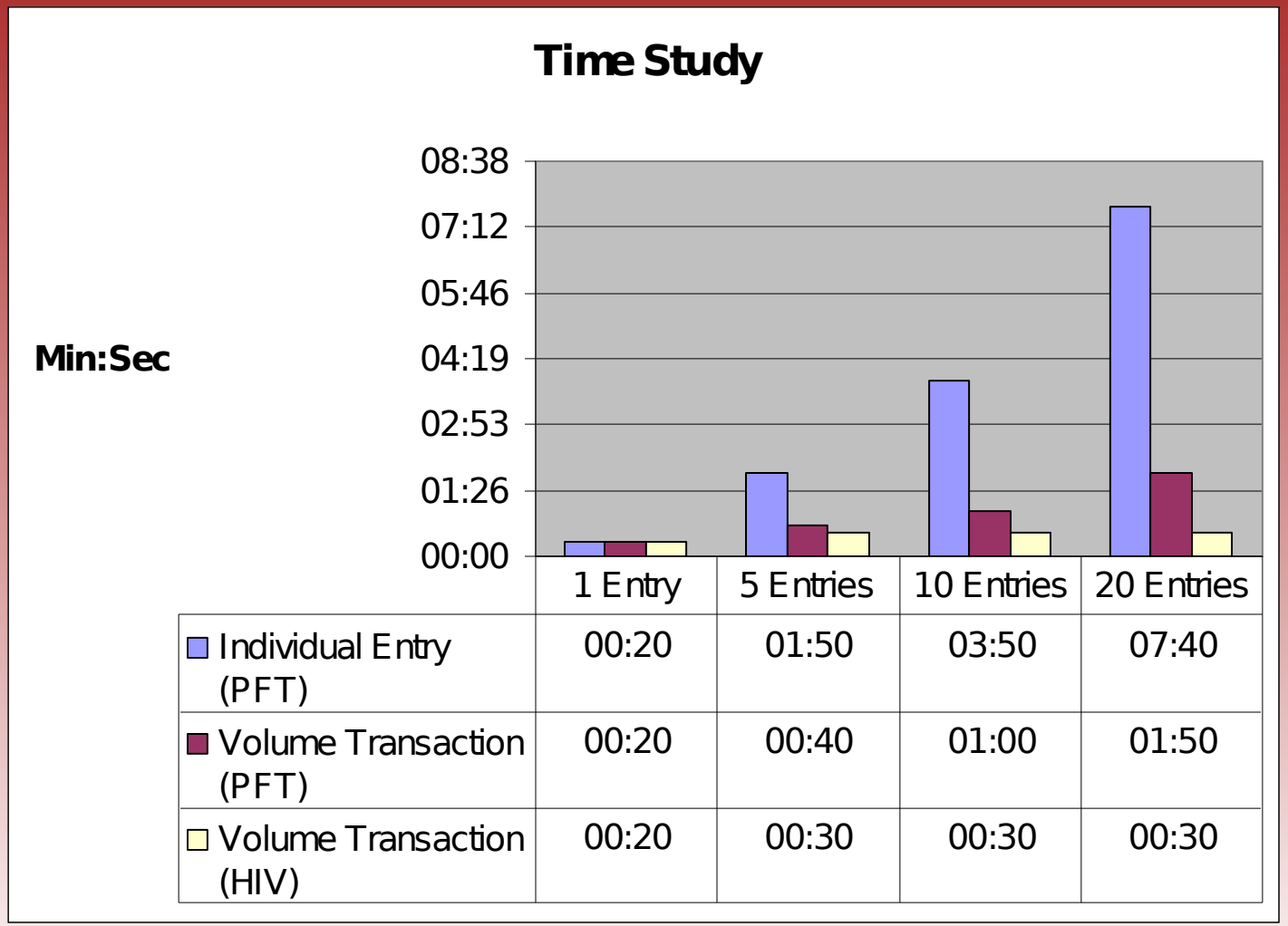

	1 Entry	5 Entries	10 Entries	20 Entries
Individual Entry (PFT)	00:20	01:50	03:50	07:40
Volume Transaction (PFT)	00:20	00:40	01:00	01:50
Volume Transaction (HIV)	00:20	00:30	00:30	00:30

*All times are approximations of the time it takes a normal diary clerk to type unit diary transactions

Summary

- *What is a Volume Transaction*
- *Navigate through a Volume Transaction*
- *Generate Unit Diary transactions utilizing Volume Transactions*
- *Modify/edit a Unit Diary transaction created by Volume Transactions*
- *Sort options within Volume Transactions*

Questions

09/03/16